

~~CONFIDENTIAL~~

Approved For Release 2000/04/14 : CIA-RDP78-04004R000100070050-5

3 January 1955

MEMORANDUM FOR: Executive Officer, Security Office  
SUBJECT : Training (Monthly Report)

Following is monthly report on training of SO Personnel, current training and training completed in December 1954:

Clandestine Methods & Techniques. . . .to be completed in Jan. . 3  
(29 Nov. 1954 - 14 Jan. 1955)

Clerical Refresher. . . . . .completed in Dec. . . . . 5  
(15 Nov. - 3 Dec. 1954)

Typing I. . . . 2  
Typing II. . . . 1  
Shorthand Intmed 2

Language

Internal - Language Lab. Facilities  
(commenced various dates since Aug. 1952)

German. . . . .continuing. . . . . 3  
Japanese. . . . . " . . . . . 1

External (other than language) or language training

Naval Language School. . . . .to be completed in June '55. 1  
(Russian)

George Washington Univ. . . . .to be completed in Jan '55. . 1  
(Psychology)

Basic Management. . . . . .completed in Dec. . . . . 1  
(19 Nov. - 3 Dec. 1954)

Basic Supervision. . . . . .completed in Dec. . . . . 2  
(6 - 17 Dec. 1954)

Administrative Support. . . . . .completed in Dec. . . . . 2  
(22 Nov. - 17 Dec. 1954) now Operations Support

Reading Improvement. . . . . .completed in Dec. . . . . 1  
(8 Nov. - 23 Dec. 1954)

TSS Training. . . . . .completed in Dec. . . . . 4  
(2 and 3 Dec. 1954. . . . 1)  
(29 Nov. - 15 Dec. 1954. 3)

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SSD Training

Language - Phonograph Records (various dates since Jan. '53 continuing)

Field Offices

German. . . . . 4  
Spanish. . . . . 5  
French. . . . . 2  
Russian. . . . . 3  
Italian. . . . . 1

Hqtrs.

French. . . . . 3  
Japanese. . . . . 1  
German. . . . . 4  
Italian. . . . . 1  
Spanish. . . . . 1

SSD Special Agents Course. . . . to be completed in Jan. . . . . 15  
(27 Dec. 1954 - 14 Jan. 1955)

SO Training

Security Officer Training. . . . . completed in Dec. . . . . 2  
(continuing on an individual basis  
to meet departure schedules)  
. . . . to be completed at later date. . . . 5

Total number of persons taking training in Dec. . . . . 71



25X1A9a